



## JOB ANNOUNCEMENT & DESCRIPTION

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Position:	Project Manager
Reports To:	Project Director
Classification:	Exempt, Full Time
Salary:	\$47,476 – \$70,000
Deadline to Apply:	Open Until Filled

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### Position Summary:

Under the general direction of the Project Director, the Project Manager position is responsible for leading and assisting with a variety of projects associated with the Commission's early childhood investments. Examples include: IMPACT (Improve and Maximize Programs so All Children Thrive), the Lighthouse for Children Community Learning Center, African American Infant Mortality Efforts, agency strategic planning, Help Me Grow and other efforts focused on lifting up young children and their families to reach their full potential.

The ideal candidate will be able to adapt and take on diverse projects and roles, bringing stewardship, innovation and enthusiasm to the First 5 Fresno County vision, mission and team.

### Duties & Responsibilities:

#### Contract Management

- Develop and manage contracts and projects, including, but not limited to timelines, budgets, deliverables, and technical assistance and support to community partners and contractors.
- Maintain accurate files and documentation.
- Assist with reporting requirements and maintenance of contract management software (*Persimmony*) for contracts and projects.
- Process invoices and support with reconciling the general ledger as requested.
- Conduct site visits with funded programs and prepare reports.

#### Communications and Meeting Facilitation

- Communicate with community stakeholders about the Commission and the importance of the first 5 years of life.
- Coordinate, facilitate and document internal and external meetings and trainings.
- Develop, update and compose correspondence, reports, memoranda, and forms as requested.
- Build and maintain community relationships and partnerships with policymakers, community-based organizations, and community stakeholders.
- Prepare and present agenda items at public meetings.
- Ensure effective communication and integration between projects to align efforts with agency goals and objectives.

#### Early Childhood Best Practices

- Stay apprised of best practices and trends related to early childhood.
- Support staff and partners with infusing early childhood best practices into the Commission's work.

#### First 5 Fresno County Administrative Procedures

- Implement internal policies for purchase requests, procurement, travel booking, etc.
- Travel for business using personal/company provided vehicle.
- Participate in First 5 Fresno County convenings.

- Additional projects and duties as assigned by Commission leadership that support the mission of the agency.

### Qualifications:

#### Education/Experience

- Bachelor's degree from an accredited college or university in a Social Science field (e.g. Child Development, Early Childhood Education, Public Health, Social Work) or a related field required.

#### Skills/Experience

- Minimum of two years related experience working for an agency providing services to young children and families.
- Project planning, project management, community-benefit organization, or public agency experience.
- Understanding of early childhood development (health, education, parent-child relationships, etc.).
- Effective interpersonal communication skills; ability to work effectively in a team environment.
- Culturally competent.
- Ability to speak in a clear, informative, and engaging manner to large groups.
- Excellent written and verbal English communication skills.
- Exhibit initiative, sound judgment, work well under pressure.
- Ability to foster collaborative relationships and partnerships.
- Self-motivated and ability to work independently with minimal supervision.
- Strong problem-solving and analytical skills; ability to adapt to new conditions and deadlines.
- Proficient in Microsoft Office Suite and database management software.

#### License Requirements

- Possession and maintenance of valid California Driver's License and satisfactory driving record.
- Adequate car insurance coverage.

#### Physical Requirements

While performing these job duties, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop and kneel.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents.

Acute hearing is necessary for telephone and in-person communication with callers and assisting staff, customers, and vendors.

#### Working Conditions

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. Some travel may be required.

#### How to Apply

Submit a cover letter detailing your experience and skills that make you an ideal candidate along with your resume. Please also include a list of three professional references who can attest to your pertinent knowledge, skills and experience for this position. Submission can be sent via email to Karina Perez at [kperez@first5fresno.org](mailto:kperez@first5fresno.org) or delivered in person during normal business hours. Position will remain open until filled. Office address: 2405 Tulare Street, Suite 200, Fresno, CA 93721.